



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: September 23, 2014

DATE: September 3, 2014

TO: Board of County Commissioners

FROM: John Listinsky, Director of HR/Labor Relations
328-2089, jlistinsky@washoecounty.us

THROUGH: John Slaughter, County Manager
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SUBJECT: Recommendation to approve reclassification requests of a Librarian II, pay grade N, to a Librarian III, pay grade O (Library), a vacant Principal Fiscal Analyst from pay grade R to pay grade S (County Manager), a vacant Sr. Technology Systems Developer, pay grade P, to a Technology Systems Developer II, pay grade NO (Technology Services), and a Registered Nurse I, pay grade K, to a Guardian Case Manager, pay grade L (Public Guardian) as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$13,705. (All Commission Districts)

SUMMARY

Recommendation to approve reclassification requests of a Librarian II, pay grade N, to a Librarian III, pay grade O (Library), a vacant Principal Fiscal Analyst from pay grade R to pay grade S (County Manager), a vacant Sr. Technology Systems Developer, pay grade P, to a Technology Systems Developer II, pay grade NO (Technology Services), and a Registered Nurse I, pay grade K, to a Guardian Case Manager, pay grade L (Public Guardian) as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$13,705.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

On July 22, 2014, the Board approved reclassification requests of a part-time Legal Secretary to a part-time Account Clerk II (Juvenile Services) and a Heavy Equipment Operator to a Safety/Training/EOC Coordinator (Community Services).

On June 17, 2014 the Board approved reclassification requests submitted and evaluated during the annual budget process.

AGENDA ITEM # 66

On May 13, 2014, the Board approved a reclassification request of an Account Clerk II, pay grade H, to a Fiscal Compliance Officer, pay grade N (Juvenile Services).

BACKGROUND

Job evaluation and position classification are core processes at the heart of the County's Compensation Plan. These processes ensure that employees are paid consistently with respect to the responsibilities they are assigned and the work they perform. The Compensation Plan and associated salary structures form the infrastructure that compensates employees in a manner that is both internally equitable and externally competitive in furtherance of the concept of equal pay for equal work. The Department of Human Resources is responsible for working with county departments to ensure that job documentation reflects current job content.

Nevada Revised Statutes require provisions for the classification of all county positions, not exempt from the merit personnel system, based on the duties, authority and responsibility of each position with adequate provision for reclassification of any position whatsoever whenever warranted by changed circumstances. Washoe County Code and Board approved Guiding Principles (approved February 2002 and March 2003) define the job reclassification process to include the process for requesting classification and reclassification reviews. Also, employee association agreements contain provisions for classification and reclassification (e.g.: WCEA Articles 28, 35 & 47).

Department heads and managers are responsible for managing the classification and compensation plan adopted by the Board, to include first striving to ensure that assigned duties and responsibilities are commensurate with the job classification to which positions, and thus employees, are assigned. Department heads are also required to review and assess job duties proposed for reassignment prior to reassignment of those duties.

Reclassification of Existing Positions:

Department	Current Job Class	Recommended Job Class	Annual Cost
Library	Librarian II, pay grade N (\$27.31 - \$35.50)	Librarian III, pay grade O (\$28.91 - \$37.59)	\$5,530
County Manager	Principal Fiscal Analyst, pay grade R (\$34.97 - \$45.46)	Principal Fiscal Analyst, pay grade S (\$37.54 - \$48.82)	\$8,890
Public Guardian	Registered Nurse I, pay grade K (\$23.03 - \$29.97)	Guardian Case Manager, pay grade L (\$24.64 - \$32.01)	\$5,397
Technology Services	Sr. Technology Systems Developer, pay grade P (\$30.70 - \$39.90)	Technology Systems Developer II, pay grade NO (\$28.91 - \$37.59)	(\$6,112)

Library

When the South Valley's branch manager Librarian III was reclassified to a Sr. Public Services Librarian in 2012, the intent was that it would be a full-time administrative position. However, there was no budget available to create an additional Library III position to take over the branch management responsibilities at South Valleys, so a Librarian II has been performing those responsibilities in an out-of-class capacity. This reclassification will resolve the inequity.

County Manager

The July 2014 reorganization of the Office of the County Manager, in addition to the recent resignation of the incumbent Principal Fiscal Analyst, has provided an opportunity to reorganize and re-prioritize the various programs under the new Management Services Division. The Management and Budget programs need a supervisory position in each area given the new scope of the Management Services programs. This position needs to directly supervise the staff within the Budget program area for more effective and efficient levels of service.

Public Guardian

The Guardian Case Manager position is an established position that exists to carry out the duties of the Public Guardian per NRS 253. The Registered Nurse I position has been filled since 2005, but due to staff reductions, it is no longer cost effective for the incumbent to act solely on medical issues when the needs of the office also require financial management of ward assets; the responsibilities are intertwined. The nursing classification allows the incumbent to focus on medical issues only. This reclassification will allow the position incumbent to also provide the money management decision-making function that is crucial in guardianship matters.

Technology Services

Finding qualified individuals for positions in the field of technology is always difficult, and a recent recruitment for Sr. Technology Systems Developer has been no exception. Because recruitment at this level was unsuccessful, Technology Services would like to underfill at the lower level of Technology Systems Developer II in the hopes of finding a larger pool of qualified candidates which can be trained to eventually perform at the senior level.

FISCAL IMPACT

The estimated annual cost for the reclassification of the Librarian III is \$5,530; \$8,890 for the Principal Fiscal Analyst in the Manager's Office; and \$5,397 for the Guardian Case Manager in the Public Guardian's Office. The reclassification of the Technology Systems Developer II in Technology Services will result in an annual savings of approximately (\$6,112). Net annual cost is estimated at \$13,705. The additional cost will be absorbed within the existing departmental budgets for FY 14/15.

RECOMMENDATION

Recommendation to approve reclassification requests of a Librarian II, pay grade N, to a Librarian III, pay grade O (Library), a vacant Principal Fiscal Analyst from pay grade R to pay grade S (County Manager), a vacant Sr. Technology Systems Developer, pay grade P, to a Technology Systems Developer II, pay grade NO (Technology Services), and a Registered Nurse I, pay grade K, to a Guardian Case Manager, pay grade L (Public Guardian) as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$13,705.

POSSIBLE MOTION

Should the Board approve this recommendation, a possible motion would be:

Move to approve reclassification requests of a Librarian II, pay grade N, to a Librarian III, pay grade O (Library), a vacant Principal Fiscal Analyst from pay grade R to pay grade S (County Manager), a vacant Sr. Technology Systems Developer, pay grade P, to a Technology Systems Developer II, pay grade NO (Technology Services), and a Registered Nurse I, pay grade K, to a Guardian Case Manager, pay grade L (Public Guardian) as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$13,705.